

## **School of Nursing Complementary Policy on the Responsible Conduct of Research and Scholarship (RCRS)**

### **Background**

Stony Brook University policy requires members and certain visitors of the Stony Brook University community to complete educational training on the responsible conduct of research and scholarship (RCRS) in order to equip members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institute of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training on responsible conduct of research and scholarship should be more comprehensive. Jointly issued by the Office of the Provost, the Office of the Senior Vice–President for Health Sciences, and the Vice–President for Research and Innovation, the policy requires each academic unit to develop its own Complementary Policy for implementing the Stony Brook University policy to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

The educational program in RCRS involves two (2) components: on–line training provided by the web–based Collaborative Institutional Training Initiative (CITI) and in–person training (IPT). The federal IPT guidance is for eight (8) hours every four (4) years, or two (2) hours annually. The policy below outlines who in the School of Nursing is required to complete these training components, the required frequency of such training, and the general content of the training.

Please note: If a person is receiving external grant support from an agency with an RCRS training requirement, they MUST follow the requirements set forth by the agency. For example, both NIH and NSF have training requirements for whom they consider “trainees.” It is important for individuals to review the RCRS training policies set forth by the agencies funding their research.

### **Stony Brook Policy**

[Responsible Conduct of Research and Scholarship](#) (RCRS) ensures the highest ethical standards for the conduct of research and scholarly activities on our campus. The School of Nursing (SON) Complementary Policy will ensure compliant completion of RCRS training for SON faculty, postdoctoral associates, research staff, doctoral students, graduate students, undergraduate students, and visitors involved in research and scholarship.

## **SCHOOL OF NURSING TRAINING REQUIREMENTS**

### **1. Online training (CITI)**

Each faculty member, student, postdoctoral researcher, member of research staff, and visitor who is involved in research/scholarship and/or who supervises students in research/scholarship is required to complete the one–time–only, web–based Collaborative Institutional Training Initiative (CITI) choosing the Responsible Conduct of Research module that is most appropriate

to their research area (Biomedical Sciences, Engineering, Humanities, Physical Sciences, Social and Behavioral Sciences). This requirement is independent of other CITI modules that may be required for specific projects. Instructions for accessing the CITI RCR modules can be found here: [https://www.stonybrook.edu/commcms/cas/faculty\\_and\\_staff/research/CITI-RCRS-training.php](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/research/CITI-RCRS-training.php) Completion of the CITI requirement must be recorded in the departmental database. This completion will also be recorded in a central SBU database.

## **Students**

**Undergraduate Students** will complete the CITI training module in their first research course, HNI/HNC 440 Nursing Research: Appraising Evidence for Practice. The training is due by the end of the course. It will not be graded; however, students will not be able to pass the course without having completed the online training.

**Master's Students** in the Master of Science in Advanced Practice Nursing, Master's in education, and Master's in Leadership will complete the CITI training during their HNG 541 Nursing Research: Evidence-Based Practice I course. The training is due by the end of the course. It will not be graded; however, students will not be able to pass the course without having completed the online training.

Post Graduate Certificate Program students in the Master's program are required to complete the CITI training. Instruction on how to complete the training will be provided during the gap analysis assessment conducted at orientation. Students are required to upload their CITI training completion report to the Brightspace Orientation module.

Any undergraduate or master's students involved in research will be required to also have two (2) hours of IPT annually. Students can obtain this training under the guidance of their research faculty mentor and by accessing additional modules at the [Office of Research Compliance webpage](#). Upon completion of viewing an IPT training session, the student will engage in discourse of the topical content with the faculty supervising the student in research activities. A record of these discussions and RCR trainings will be maintained in the Office of Research and reviewed annually by the SON Associate Dean for Research and Innovation.

**DNP Students** will complete the CITI training during their HND 655 DNP Synthesis I course. The training is due by the end of the course. It will not be graded; however, students will not be able to pass the course without having completed the online training. In addition, first-year DNP students will receive one (1) hour each of IPT during their HND 647 Doctoral Seminar in Evidence-based Practice and HND 655 Synthesis I course. In their second-year curriculum, students will receive one (1) hour each of IPT during their HND 665 DNP Synthesis II and HND 675 DNP Synthesis III course. Students will not be able to pass the course without having completed the training.

**PhD Students** will complete the CITI training during their NUR 660 – Quantitative Research Methods I course. The training is due by the end of the course. It will not be graded; however, students will not be able to pass the course without having completed the online training. In

addition, PhD students will receive the following IPT as outlined below:

**NUR 660 Quantitative Designs & Methods in Nursing Research**

- Human Subjects – [CITI Training](#)
- IPT Data Management
- IPT Research Misconduct

**NUR 661 Qualitative Designs & Methods in Nursing Research**

- IPT Conflict of Interests

**NUR 647 Doctoral Research Seminar**

- IPT Authorship

**NUR 697 Seminar Series: Investigator Role and Research Practicum**

- IPT Collaboration
- IPT Rigor and Reproducibility

**NUR 691 Dissertation Seminar II**

- IPT Mentoring
- IPT Peer Review

**2. In-person training (IPT)**

All faculty and trainees (students, residents, clinical and postdoctoral fellows) engaged in any sponsored research or scholarship must complete one hour of in-person training annually.

**Note:** If an individual receives external grant support from an agency that requires RCRS training, they must comply with the agency's requirements, even if those requirements exceed the minimum standards set by Stony Brook University.

In general, IPT should promote discussion, foster a climate of ethical conduct of research and scholarly activities, and provide opportunities for training. This training may include departmental or individual research group retreats, workshops, regularly scheduled seminars, or Zoom sessions that encourage dialogue and replicate the attributes of in-person interactions. Each department, collaborating departments, or individual research labs/teams will determine the specific methods for completing IPT.

**Recommended IPT content areas include:**

- conflict of interest – personal, professional, and financial
- mentor/mentee responsibilities and relationships
- collaborative research, including collaborations with industry
- peer review
- data acquisition and research tools; management, sharing and ownership
- research misconduct and policies for handling misconduct
- responsible authorship and publication
- the scholar as a responsible member of society, contemporary ethical issues and the environmental and societal impacts of research in the discipline



# Stony Brook School of Nursing

- policies regarding human subjects, live vertebrate animal subjects, and safe laboratory practices

## **IPT delivery options:**

- Conduct the in-person training for their own research team,
- Have their department arrange training for all faculty and trainees (students, residents, clinical and postdoctoral fellows),
- Collaborate with one or more departments to provide joint training sessions,
- Attend the training through the Office of Faculty Development, or
- Attend an Office of Research Compliance training session.

Departments/Individual PIs may obtain suggestions for IPT training modules at:

1. [In-Person Training Modules | Office of Research Compliance](#) (SBU developed)
2. [Resources | Office of Research Compliance](#) (SBU suggested external links)
3. [The Lab | ORI - The Office of Research Integrity](#) (HHS Office of Research Integrity)
4. [The Research Clinic | ORI - The Office of Research Integrity](#) (HHS Office of Research Integrity)

Workshops offered by the Stony Brook University Office of Research Compliance (ORC):

1. Upon request, ORC will provide workshops on research involving animal subjects, research involving human subjects, research misconduct, financial conflict of interest, etc., in partial fulfillment of the RCRS. To request a workshop, contact ORC at [OVPR\\_RCR@stonybrook.edu](mailto:OVPR_RCR@stonybrook.edu).
2. Upon request, ORC will assist in the development, management, and organization of any GRD 500 series courses across disciplines. For assistance, email [OVPR\\_RCR@stonybrook.edu](mailto:OVPR_RCR@stonybrook.edu) or contact Rebecca Dahl, Assistant Vice President for Research Compliance, at [rebecca.dahl@stonybrook.edu](mailto:rebecca.dahl@stonybrook.edu).

## **3. Documentation of in-person training (IPT)**

**Option 1:** Each department must designate an individual or group responsible for identifying and notifying persons required to complete RCRS training and for maintaining accurate, verifiable records regarding individuals' completion of CITI and IPT training. CITI completion will also be recorded in a central SBU database.

**Option 2:** For all other IPT options, after completing IPT in RCRS, each individual is responsible for entering their IPT activity in the ORC university-wide database at: [https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV\\_bxe2wM1SIH58W8t](https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_bxe2wM1SIH58W8t)  
ORC will identify individuals required to complete the training, maintain the RCRS database, track, monitor, and report training completion data.

## **Appendix A: Instructions for accessing the CITI on–line training**

### **A. How to log onto the CITI Program to complete the on–line training**

1. Go to <http://www.citiprogram.org>
2. On the upper right side of the screen, click “Log In”
3. Directly below the CITI Program logo, click “Log In Through My Institution”
4. Find and click on “SUNY – University at Stony Brook”
5. Enter your Stony Brook NetID and Password

### **B. How to find the required CITI course**

1. The main menu on the page will have a top bar that says “SUNY – University at Stony Brook courses.” Click on this blue bar.
2. Under the heading of “My Learner Tools” the first option is “Add a Course.” Click on this option.
3. The next page will have several options on the menu. Click on the first box, next to the words “I want to complete an RCR Course at this time.” Do not be concerned by the note that states that the course does not satisfy SBU Human Subjects training requirements.
4. Click “Next” on the bottom of the web page.
5. Click on the “Basic course” button. Then click “Next” on the bottom of the page.
6. You will reach a page that tells you to choose the course most related to your discipline.
7. Click on the box next to the 1<sup>st</sup> option on the list: “Biomedical Sciences Course in the RCR.” Then click “Next” at the bottom of the page.

### **C. How to find and download your completion certificate for the CITI training program**

1. Once you have logged into the CITI program website (see instructions in Part A) look for the menu bar across the top of the web page. Click on “My Reports.”
2. You will see a list of the courses you have completed. Look for the heading “Responsible Conduct of Research in Biomedical Sciences.”
3. Once you have identified the course, look to the right side of the screen.
4. Under the column labeled “Completion Report,” click on “View/Print.” There will be a download button on the top right of the screen (next to the icon of a printer). Download this PDF document and save it in your records.
5. If you are a student, upload your PDF document to the corresponding assignment as per your course instructions.
6. For all others, using your stonybrook.edu email address, e–mail the PDF of the completion report to [theresa.wenz@stonybrook.edu](mailto:theresa.wenz@stonybrook.edu).

### **Congratulations!**

You have completed the Collaborative Institutional Training Initiative (CITI program) training on Responsible Conduct of Research (RCR).

**Ignore the “Expiration Date.” You only need to complete this course once.**